



GBCI Off-Line Certification Process

Pre-LEED 2009 projects containing documentation that cannot, due to the sensitive nature of the materials, be uploaded electronically in LEED-Online Version 2 (LOv2) may pursue certification through an off-line submission method (hardcopy binders or CD/DVD [preferred]). Below outlines the required steps necessary from project teams submitting documentation off-line:

- Download and save locally the prerequisite and credit templates from LOv2
- Print (or save to CD/DVD) the completed templates, organized by credit category. Include all required supportive documentation.
- Submit **2 copies** of your off-line certification package in one of the following formats: hardcopy binder or CD/DVD [preferred]
 - Off-line certification package should include:
 - Cover letter with project number, project name, project contact [address, email, phone], project type, rating system pursued, project size (gross building square footage / site area in acres), number of occupants, and date of construction
 - Project narrative and three project highlights
 - LEED Project Checklist, including prerequisites, credits and total projected score
 - A complete list of all CIRs used, including dates of applied rulings
 - Drawings/photos (8in x11in, 11in x17in) including: site plan, typical floor plan, typical building section, typical or primary elevation, photo or rendering of project
 - All templates and required supportive documentation, organized by prerequisite and credit pursued
 - A check to GBCI for the appropriate certification fee (see certification fees below and note 50% premium applied to all manual submissions)
- Mail all materials to:
 - Attn: LEED Certification Manager
Green Building Certification Institute (GBCI)
2101 L Street, NW
Suite 650
Washington, DC 20037
- ***Note that the review will not commence until payment is fully processed. Please allow approximately 10 business days for check processing.***
- The Project Administrator will be notified via email regarding the results of the preliminary and final certification reviews.



Certification Fees

The certification fee is based on the rating system that the project is certifying under and the size of the project. This fee is paid when the project team manually submits documentation for review. The tables below outline the current certification review rates which expire 1/10/2010 and the new rates effective for all projects applying for certification after 1/11/2010. Certification rates are based on the date the application is submitted for review.

Note that the following fees are for single-building LEED projects only. Special rates may apply to multiple-building projects. Please contact GBCI at <http://www.gbci.org/customerserv.aspx> to obtain a quote prior to submitting an application for certification.

For off-line certification reviews, there is a 50% premium charge, based on a cumulative certification fee. Note that off-line certifications can only be submitted for the combined design and construction review process and could take up to an *additional three weeks* to complete. Off-line certification reviews cannot be expedited.

Current Off-Line Certification Rates: Effective through January 10, 2010

	Less than 50,000 Square Feet	50,000-500,000 Square Feet	More Than 500,000 Square Feet	Appeals (if applicable)
LEED 2009; New Construction, Commercial Interiors, Schools, Core & Shell full certification	Fixed Rate	Based on Square Footage	Fixed Rate	Per credit
Combined Design & Construction Review				
USGBC Members	\$2,625	\$0.053/sf	\$26,250	\$750
Non-Members	\$3,375	\$0.068/sf	\$33,750	\$750
LEED for Existing Buildings	Fixed Rate	Based on Square Footage	Fixed Rate	Per credit
Initial Certification Review				
USGBC Members	\$1,875	\$0.038/sf	\$18,750	\$750
Non-Members	\$2,250	\$0.045/sf	\$22,500	\$750
Recertification Review**				
USGBC Members	\$938	\$0.019/sf	\$9,380	\$750
Non-Members	\$1,125	\$0.023/sf	\$11,250	\$750
LEED for Core & Shell: Precertification	Fixed Rate			Per credit
USGBC Members	\$3,750			\$750
Non-Members	\$5,250			\$750
CIRs (for all Rating Systems)				\$220

**Recertification Review fee is due when the customer submits the application for recertification review. Before submitting, please contact our GBCI customer service page <http://www.gbci.org/customerserv.aspx> to get a promotion code.



Off-Line Certification Rates: Effective January 11, 2010

	Less than 50,000 Square Feet	50,000-500,000 Square Feet	More Than 500,000 Square Feet	Appeals (if applicable)
LEED 2009; New Construction, Commercial Interiors, Schools, Core & Shell full certification	Fixed Rate	Based on Square Footage	Fixed Rate	Per credit
Combined Design & Construction Review				
USGBC Members	\$3,375	\$0.0675/sf	\$33,750	\$750
Non-Members	\$4,125	\$0.0825/sf	\$41,250	\$750
LEED for Existing Buildings	Fixed Rate	Based on Square Footage	Fixed Rate	Per credit
Initial Certification Review				
USGBC Members	\$2,250	\$0.045/sf	\$22,500	\$750
Non-Members	\$3,000	\$0.06/sf	\$30,000	\$750
Recertification Review**				
USGBC Members	\$1,125	\$0.0225/sf	\$11,250	\$750
Non-Members	\$1,500	\$0.03/sf	\$15,000	\$750
LEED for Core & Shell: Precertification	Fixed Rate			Per credit
USGBC Members	\$4,875			\$750
Non-Members	\$6,375			\$750
CIRs (for all Rating Systems)				\$220

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Last Updated: December 2009